

Focus:	Division of Personnel DIR	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>		
Topic:	General Operations 10000 POL	Effective Date: February 10, 2005 Supercedes: SOP 11 Division Procedures Section II		
Authority: AS 39.25.050				
Link(s): DIR 10110 POL DIR 10110 PRO DIR 10110 FRM		DIR 10120 POL DIR 10120 PRO DIR 10120 CHK		SPR 10130 PRO DIR 10130 POL

POLICY:

The Director of the Division of Personnel will establish all policies and procedures required to carry out personnel administration for those State of Alaska Executive Branch employees covered by the State Personnel Act and/or collective bargaining.

The Director of the Division of Personnel may delegate authority as appropriate and at his/her discretion.

DEFINITIONS:

Policy: a governing principle established at an executive level, which mandates or constrains action, has consistent system-wide application, and sets a course, which changes infrequently.

Procedure: a set of effective and logical interrelated steps that implement a policy.